**Elementary Principals**

**Monthly Team Meeting**

**December 9, 2013**

**4:00 p.m.**

**Administration Building—Room 14**

**Guiding Question:** How do we become a Professional Learning Community (PLC) as we meet the five district goals and implement the 21st Century Model of Education?

**Long-term targets:**

* Be a professional learning community (PLC) by consistently and fully implementing PLC procedures and structures throughout the district
* Meet the five District goals
* Implement the MCPS 21st Century Model of Education
* Integrate the Montana Common Core State Standards in English Language Arts and mathematics across the district
* Collaborate with UM and other community stakeholders to implement goals of SHAPE P-20 grant

**Short-term targets for this meeting:**

* Increase knowledge about ***Universal Design for Learning (UDL)***
* Share insights re. ***Data Inventory***
* Review expectations for ***CCSS community meetings***/***resources on wiki and in Live Binder***
* Understand plan to update ***Kindergarten Round-up***

**Roles for this meeting:**

* **Facilitator/Time Keeper** – Heather/Karen
* **Agenda Setter**/**Note taker** - Heather
* **Reading** (Video: Variability Matters) Karen

**AGENDA**

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| **TIME** | **ACTIVITY** |
| **4:00-4:15** | Entrance Ticket: Who participated in creating your data inventory? Karen  What are some things learned in the process?  Protocol: ***Pair/Share*** |
| **4:15-4:20** | Review and revise ***AGENDA***  Heather  Identify principal topics not on the ***AGENDA***  Review collective commitments |
| **4:20-4:30** | ***Universal Design for Learning***  Karen    Variability Matters:  <http://www.youtube.com/watch?v=8WClnVjCEVM&list=PL965907BC435F8505&index=1>  Observe: What did you hear? SHARE |
| **4:15-4:30** | [A Data Picture of Our School](http://files.solution-tree.com/pdfs/Reproducibles_LBD2nd/adatapictureofourschool.pdf) Heather  ***Why create a Data Picture of Our School?***  ***Determine the Big Reasons for creating a Data Picture.***    Protocol: ***Affinity Protocol***  We did not have time to complete the affinity protocol for this as we re-arranged the agenda and started at the bottom, ending up here at 5:30pm. Principals are asked to email their data inventory to their ERD. |
| **4:30-4:45** | **Common Core State Standards Community Meetings**  Karen  Where are the resources on Live Binder and wiki? Alanna    **Tight Loose**  Held **before** Spring Break Date of meeting  Finalized written agenda to ERD by 3-1 Format of meeting  Bring draft agenda to 3-10 meeting/Final Word  Hold a dress rehearsal with team by March 15  (or at least 4 days before actual meeting)  Major shifts in ELA (3 types of writing; shift to  Informational text)  8 mathematical practices  Examples of ELA and math student work  SBAC samples  Think ahead about questions you might be  asked/practice the answers  ***We will brainstorm ideas at our January meeting.***  These were reviewed. Several principals believe much of this information has been communicated to their parent community through PTA meetings, newsletters, and Facebook posts. Principals were asked to write down all of the ways this information has been shared in their school community so that we can begin to determine what other means of communicating will be effective so that we have multiple-modes of communicating with families. In particular, Smarter Balanced Assessment is an area that needs more communication in preparation for spring assessments. |
| **4:45-5:00** | **Plans to form a district committee to review and up-date** Carol  **kindergarten round-up. Develop protocols to screen and** Trent Atkins  **provide early intervention for incoming kindergarteners.**    *Lessons from Pk-20*  Trent and Carol each shared summer work they did around kindergarten round-up and/or getting kids ready for kindergarten. Trent shared SHAPE P20 project at Hawthorne Elementary and Carol shared different format for kindergarten round-up, including giving parental resources that occurred at Franklin Elementary as part of the Region 3 Wraparound grant.  A kindergarten roundup committee will develop what is “tight” and “loose” in terms of structure.  Email Carol Ewen by Jan 10th the name of your representative. |
| **5:00-5:20** | *Questions/topics not on the AGENDA*  Heather   * John Combs….   * Karen: ***My Student in Need*** [***http://www.mystudentinneed.org***](http://www.mystudentinneed.org) |
| **5:20-5:30** | Plus/Delta Heather   * What went well? What might we do differently? * How did we do with following our norms? |

***Elementary Principal Collective Commitments***

* We will keep student achievement at the forefront of all discussions and maintain our focus on the four guiding questions.
* We will listen with intent to understand.
* We will communicate in a positive, caring and respectful manner.
* We will act with integrity and honesty.
* We will give each team member the chance to share without interruption.
* We will focus on the agenda and stay on topic.
* We will begin and end on time.

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